

# a positive ATTITUDE =

From the list of personal attributes in the box below:

1. **Choose ten** that you feel are **positive attributes** that describe you. -
2. List them in the left column.
3. **Choose five** that you feel are **negative attributes** that describe you. -
4. List them in the right column.
5. Now, **place an asterisk (\*)** next to five positive attributes that you would like to work on during the next few months.
6. Finally, **put an 'x'** next to 2-3 negative attributes that you would like to eliminate over the next few months.

## Positive Attributes

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

## Negative Attributes

1.

2.

3.

4.

5.

helpful  
make excuses  
punctual  
hard worker  
follow safety rules  
poor personal hygiene  
often absent  
fake being sick  
honest  
poor manners  
courteous  
cooperative  
always do my best  
listen to directions

poor listener  
talk too much  
finish work on time  
confident  
responsible  
gossip about others  
organized  
cheerful  
argumentative  
disrespectful  
clock-watcher  
neat and clean  
peacemaker  
easily offended

keep my mind on my work  
resourceful  
take pride in work  
enjoy causing trouble  
often late  
find fault with others  
do as little as possible  
messy  
willing to learn  
take long breaks  
self-motivated  
careless  
good manners  
crude

